

Joe Serna Jr. Charter School

Parent-Student Handbook 2026-2027



Home of the Sting Rays

4620 E Acampo Road, Acampo, CA 95220 209-331-7809



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*Working Together
For Every
Child*





Letter to Parents

Please read the JSJCS academic and behavior guidelines included in this handbook. This plan explains the discipline policy for our school. We have specific procedures we follow and positive reinforcement for students who meet the behavior standards at Joe Serna Jr. Charter School.

Although we cannot notify parents for every minor incident, you will be informed of problems if the behavior continues after the preliminary steps. Suspensions will be enforced according to the LUSD policy.

Please read this policy in its entirety. Download a copy of the handbook for your reference. Completion of the data confirmation indicates that you have read the Behavior Guidelines. If you have questions, please call the school to set up an appointment to discuss this plan.

Sincerely,

Alejandra Estrada, Principal



Vision & Mission



→ Our Vision

Joe Serna Jr. Charter School provides a supportive dual-language educational experience with high expectations for all staff, students, and families.

We strive to ensure that our students are:

- proud to be bilingual and biliterate in English and Spanish;
- valued members of our collaborative learning community; and
- college and/or career-bound critical thinkers and problem solvers in a global society.

→ Mission

We inspire, engage, and empower our students to be successful, bilingual, biliterate participants in our global society.

School Hours



Office Hours 8:00 a.m. to 4:00 p.m.

Morning Arrival

Breakfast/Student Arrival: 7:45 a.m. to 8:20 a.m.

First Bell

- AM TK 8:00 a.m.
- K-3rd 8:20 a.m.
- PM TK 11:00 a.m.

- 6th-8th 8:10 a.m.
- 4th-5th 8:15 a.m.

School Day

Monday-Thursday

- AM TK 8:00 a.m. to 11:40 a.m.
- Kindergarten 8:20 a.m. to 1:25 p.m.
- 1st - 3rd Grade 8:20 a.m. - 2:30 p.m.
- 6th - 8th Grade 8:10 a.m. to 2:37 p.m.
- 4th-5th 8:15 a.m. to 2:35 p.m.
- PM TK 11:00 a.m. to 2:40 p.m.

Minimum Day Schedule

Every Friday:
AM/PM TK 8:00 a.m. to 11:40 a.m.
Grades K-8th 1:05 p.m. Dismissal

School Staff



Alejandra Estrada, Principal
Laura Aguirre, Vice Principal



Blanca Aranda, Administrative Assistant
Alejandra Yepez, Administrative Assistant



Staff

Thania Rangel, TK
Leticia Vargas, TK
Silvia Morales Villalobos, K
Zaida Santana-Ha, K
Karla Robledo, 1st
Lucidalia Garcia, 1st
Maria Yañez-Garcia, 2nd
Karla Espinoza, 2nd
Judith Mozeb, 3rd
Kimberly Rodriguez, 3rd
Erika Alvarez, 4th
Jennie Santos, 4th
Santa Salmón, 5th
Rosa Mendez, 5th
Jennifer Luviano 7th-8th Soc. Sci.; 7th ELA
Leticia Gonzalez, 6th-8th Spanish
Michelle Mazzerá-Mayo 7th-8th Science
Tania Ortiz, 7th-8th Math
Beatriz Rosales 6th
Christine Soto, 6th; 8th ELA
Eric De Santiago, Resource Specialist
Colleen Selling, Speech and Language Specialist
Vincent Hjerpe, Music
Emily Norris, Music
Mary Wells, Music/Modern Band
Brad Williams, P.E.



Staff

Silbelly Castaneda, Nurse
Vanessa Guerrero Gonzalez, School Psychologist
Christa Pera, Counselor
Esmeralda Trejo, LUSD School Counselor
Diane Wilcox, Cafeteria Manager
Darci Rivas, Cafeteria
Phil Maynard, Cafeteria
Imelda Maldonado, RSP/Community Liaison
Yvette Guadarrama, Library Media Technician
M. Silvia Valdez, Bilingual Paraprofessional
Maria Vargas, Bilingual Paraprofessional
David Moore, Head Custodian
Andre Hewitt, Evening Custodian
Eva Ruiz, Evening Custodian
Teresa Hernandez, Bridge Organizer
Angie Peraza, Indoor/Outdoor Monitor
Cynthia Mendoza, Bilingual Paraprofessional
Maria Badillo Bilingual Paraprofessional
Vicky Garfias-Perez, Bilingual Paraprofessional
Sara Mejia Ramirez, Bilingual Paraprofessional
Elida Rodriguez, Indoor/Outdoor Monitor
Martha Guerrero, Bilingual Paraprofessional
Eduardo Jimenez, Bilingual Paraprofessional
Jacqueline Mendoza, Bilingual Paraprofessional
Taccir Mozeb, Bilingual Paraprofessional

General Information

Review for Continued Eligibility in the Program:

Before considering a student for continued eligibility in the program and in alignment with JSJCS Charter renewal, "Plans for Students Struggling (to include behavior) or Achieving Below Grade Level," we are committed to ongoing assessments and a comprehensive student intervention program for students not making academic progress. Classroom teachers will provide students with re-teaching of concepts, additional one-to-one support, small group instruction, and /or an after-school homework club or tutoring (when available). When additional interventions are necessary, the teacher refers students to the school's Student Support Team (SST). The SST is composed of classroom teachers, support staff, parents, and administrators. Students not demonstrating progress after interventions will be referred to the psychologist and resource specialist to assess the student for possible learning disabilities or other factors that could impede student progress. When appropriate, teachers may request a conference with a parent or guardian to discuss continued eligibility and possible exploration of alternative programs. If the student does not improve after interventions and support, teachers and/or administration may request a conference with a parent or guardian to discuss continued eligibility and referral to the home school.

Promotion and Retention Policy

The Promotion/Retention Policy reflects the guidelines and requirements established by the Lodi Unified School District Board Policy. Board Policies are accessible on the LUSD Website.



General Information



Care of Textbooks, Library Books, & School Supplies

Students are responsible for all textbooks, library books, and supplies issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded. Students who have not returned a textbook or library book will not receive their report card.



Aeries:

The Aeries Student Information System allows parents/guardians to check student progress via the internet 24 hours a day, seven days a week. Aeries portal is accessible from the Joe Serna JR. website under the portals tab. Click on the Aeries parent portal, and enter your email and password. Use the drop down menus to select the report you wish to view.



Parent Square:

ParentSquare is the new district-wide communication platform. ParentSquare brings all school, district, and class communication into one place. With ParentSquare, you will be able to stay up to date on news and events, send and receive messages with teachers and staff, and much more.



LUSD Nutrition Services: School Meals

All Lodi USD students are eligible to receive one healthy breakfast and one lunch at no cost each school day. Breakfast will be provided in the morning before the start of the school day for all grade levels. Nutritious lunches will be served every school day, including minimum days. The after-school meals program will also be offered district-wide at no cost. For additional information please visit <https://foodservice.lodiUSD.net>.



General Information



Financial Assistance

No student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to wear a uniform by reason of financial hardship.

Backpacks

Continuing with the 08-09 school year policy, K-3 students will not be allowed to bring backpacks to school. K-3 students do not have textbooks to carry home. Backpacks take up valuable classroom space, and students often bring distracting items in their backpacks. Special arrangements can be made with the classroom teacher if necessary. 4th through 8th-grade students may bring backpacks due to textbooks and homework.

➔ Special Programs/Services Available

In addition to the regular classroom instruction, several additional programs and services are available to the students on a limited basis. They are as follows:

- **Speech Therapist** - Assists students with speech and language difficulties.
- **School Psychologist** - Tests students for possible placement in special academic programs.
- **Student Support Team** - A team of teachers, parents, and support personnel who review students who have been referred by either the parents or teacher for concerns in either academics or behavior.
- **Modern Band** - Students from 4th-8th grade may sign up and audition to learn and perform popular music (in English and Spanish).
- **School Counselor** - Teacher/Parent referral for individual/group counseling.



General Information



Dress Code Policy:

Appropriate dress is the primary responsibility of the student and parents or guardians. In order to promote safety, personal hygiene, academic well-being, and moral development, students shall be expected to comply with reasonable requirements relating to dress, grooming, and personal appearance. Students are expected to come to school and dress appropriately, with proper attention having been given to personal cleanliness, grooming, and neatness of dress. School Administration has the right to determine appropriate dress. Violations of the dress code will result in a request for a parent to either bring appropriate clothing. Students will not return to class until dress is resolved.

Clothing:

- Shorts and skirts are to be at the waist at all times, no shorter than 3" from the kneecaps or no shorter than the fingertips when standing up straight. Shorts are to be kept at the waist and are not to be any longer than the covering of the kneecaps. No exceptions. Shorts are to be worn under skirts at all times.
- Pants must fit and be worn at the natural waist. Excessively baggy pants or pants with excessive or revealing holes are not allowed. Excessively tight or revealing pants are not permitted.
- Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn, covered, and not visible. Tank tops are not acceptable unless worn with a top that covers the shoulders at all times.
- Articles of clothing displaying gang symbols and colors, including bandanas, oversized shirts reflecting gang style, profanity, or slogans promoting tobacco, alcohol, drugs, or sex; materially interfere with school work; create disorder or disrupt the educational process, are not allowed.



General Information



Clothing (continued):

- Articles of clothing displaying gang symbols and colors, including bandanas, oversized shirts reflecting gang style, profanity, or slogans promoting tobacco, alcohol, drugs, or sex; materially interfere with school work; create disorder or disrupt the educational process, are not allowed.
- Clothing or apparel students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
- Exposure of cleavage or midriff area is prohibited.
- Professional and college sports team apparel is acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Bedroom clothing, including pajamas or loose, baggy sweat pants, is not acceptable. Warm-ups such as leggings, basketball shorts, pants, etc., will be allowed.

Jewelry and Other Personal Items:

- Jewelry and personal items shall be free of writing, pictures, or any other insignia that are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol, or tobacco company advertising, promotion, or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, religious, or sexual orientation prejudice. Any clothing or combination of clothing and/or accessories deemed or identified as gang colors/drug reference/drug paraphernalia & apparel by the local law enforcement gang task force will not be permitted.
- Dangling jewelry is not acceptable for TK-8th grade. 7th-8th-grade students are allowed make-up with moderation. Visible pierced jewelry shall be limited to the ear.



General Information



Jewelry and Other Personal Items (Continued):

- Extreme fashion that draws undue attention, including exotic clothing, exotic jewelry, exotic make-up, body piercing, eyelashes, nails, etc., will not be acceptable.
- Headwear such as hats, beanies, hooded sweatshirts, sunglasses, sun-protective items, etc., is to be worn while students are outdoors during school hours, not during class sessions. All items are to be properly stored by the student in cubbies, pockets, a purse, or a backpack.
- Open-toed or heeled shoes or sandals are not permitted.

School Uniform Policy TK-8:

The school adopted a uniform policy and a revised dress code policy in June of 2012. All students will follow the school dress code policy and/or the school uniform policy. Students wearing uniforms are not exempt from the school dress code.

Tops:

- Students may wear a hunter green, light blue, navy blue, white, light pink, or maroon shirt. The shirt can be a button-down, polo-style shirt, crew neck, or Joe Serna logo t-shirt. The Joe Serna spirit shirt may be worn on any day, but Friday is the spirit day when we want all students to wear the Serna tie-dye shirt.

Bottoms:

- Students may wear khaki or black shorts, pants, skorts, or jeans.

Dresses:

- Dresses/jumpers can either be khaki or blue with green plaid.



General Information



Exemption to Policy:

If a parent or guardian wishes to have his/her child exempted from the uniform policy, the parent or guardian must observe the following procedures: 1. Request an application in person. 2. Complete the application and submit it to the principal's office of JSJCS. 3. Make an appointment to meet with the principal or administrative designee to discuss the School Uniform Policy and the reasons for the requested exemption.

Lost and Found:

All items of clothing such as jackets, coats, sweaters, etc. should be marked so that they may be identified when lost. The school has a "lost and found" area in the cafeteria where children or parents may claim items. Small items such as jewelry or money may be claimed in the office. Unclaimed items are donated to a charity at the end of the school year.

Leaving Campus:

Once children have arrived at school, they are not permitted to leave the school grounds without a parent or guardian. If it is necessary for you to take your child out of class early, you must come to the office to sign your child out. We encourage you to schedule your child's doctor and dental appointments after school hours or during vacation time.

On Rainy Days:

The school office encounters significant student traffic. Please make transportation arrangements before your child departs for school in the morning.



General Information



Study Trip Policy:

Study trips are considered to be instructional and should be planned as such, with instructional objectives determined by the teacher. In order to have a safe and successful study trip, certain study trip policies need to be specific to Joe Serna, Jr. Charter School. The school implements these policies because of the number of study trips our students are fortunate enough to attend each year.

1. No student shall be denied the opportunity to take part in a study trip which is related to classroom instruction because of inability to pay admission fees, lunch, or any other costs. No students shall be required to pay for the cost of any fees related to study trips which are deemed part of the instructional program.
2. Written approval of the parent or guardian is required for participation in the trip.
3. Study trips will begin and end at the school.
4. Students on the study trips are under the jurisdiction of the school and are subject to all school rules, expectations, and regulations.
5. All students are required to attend study trips unless excused by religious, doctor, or school/study trip-related behavioral reasons.
6. Electronic devices may be allowed on longer study trips at the teacher's discretion. Students must play only "E" rated games. Violation will result in the student not being able to bring a device on future study trips.



General Information



Study Trip Policy (Continued):

7. Students who are not able to follow school and study trip rules:

a. A parent or guardian may be required to go on the future trip in order for the student to attend the trip.

b. The principal may exclude a student from future study trips if the behavior of the student poses a risk to himself or others.

c. The school reserves the right to have a parent pick up a student on any study trip if the student poses a risk to themselves or others.

8. Parents driving to a study trip in their own vehicle is strongly discouraged. Under certain circumstances, parents may transport their own child to a study trip using their own vehicle, provided they have communicated their plan with the teacher at least one day in advance of the trip.

9. Parents are prohibited from transporting any child other than their own on any school-sponsored study trip, regardless of who is in the vehicle.

10. If a parent chaperone chooses to transport their own child to a study trip, they must complete a waiver and abide by the chaperone guidelines listed below.



General Information



Chaperone Requirements:

1. All chaperones must be fingerprinted.
2. All chaperones must be with students from the time they arrive at the destination until the time they get on the bus to depart, including supervision during lunch break.
3. All adult chaperones must follow and enforce school and study trip rules. (see Behavior Guidelines)
4. All parents are eligible to be chaperones.
5. In order to avoid distractions, chaperones may not bring any other family members, including siblings, on the study trips.
6. Chaperones must be an immediate family member over the age of 18 and must be approved by the principal if it is not a parent.
7. The teachers will keep track of chaperone attendance so all parents may have an opportunity to go on an equal number of study trips. If there are sufficient chaperones and a parent still wants to go, they may ride on the bus or drive their own car but may have to pay any fees not covered by the school.
8. If a study trip requires a certain number of chaperones and that number is not met the study trip may be cancelled.

Middle School Student Council Requirements:

Student Council Members are students who are elected to serve as leaders at Joe Serna Jr. Charter School in a variety of ways. To be eligible for student council, students must:

- Have a C- or better in all classes
- Good attendance
- No disciplinary action, including refocuses, suspensions, etc., during the school year

If at any time students break the eligibility requirements, he/she will be removed from the student council.



General Information



Middle School- 6th-8th:

In order to prepare students for high school, sixth-grade students are considered to be part of middle school. All middle school students are required to follow all expectations in the handbook, and expectations that are reviewed and signed by the student and a parent or guardian during the first week of school.

All middle school students are expected to:

- Attend each class on time
- Turn in all assignments/projects/essays on time
- Check grades daily
- Use an agenda and a binder- following the AVID curriculum
- Be responsible for their own learning and success
- If a student does not attend a study trip, attendance at school is still mandatory. The student may be sent to a different grade level classroom with work for the day.



Bridge Program



Hours of Operation:

Every regular and minimum school day.
From school day dismissal to 6 pm daily

Attendance Policy:

- Available for students in grades 1-8; TK/K only if siblings attend in upper grades. TK/K capacity is 10 students. A lottery will be held if there are more than 10 TK/kinder students.
- Attend every regular and minimum school day.
- Students must attend the academic hour block to be considered present. If your child is picked up prior to this time, their absence may be considered unexcused and issued an attendance violation.
- Students who attend the regular school day but fail to attend the Bridge Program without cause may be issued an attendance violation.
- After (3) attendance violations, students may be removed from the Bridge Program and will need to reapply.

Sign-Out Policy:

- All students must be signed out by 6 pm daily.
- All individuals (including parents and guardians) approved to sign out students must be 16 years or older and listed on the registration and/or emergency cards.
- Bridge staff may request ID to verify names listed on registration/emergency cards-please be prepared to show ID.
- Students walking home may only sign themselves out by submitting a "Walk Home Parent Permission Form".
- Incomplete or failure to sign out is a violation of the Bridge Attendance Policy and will result in **1 Removal Point**.



Bridge Program



Late Pick-Up Policy:

All students must be picked up by 6:00 P.M. Students who remain after 6:00 PM will accrue removal points. Three removal points, and the student may be removed from the Bridge Program. Points will be accrued for one school year. Law enforcement may be contacted for late pick-ups occurring after 6:30 P.M.

Student Conduct Policy:

It is the intent of the Lodi Unified School District (LUSD) to provide all students a safe & learning environment in an afterschool setting. Students who engage in violations of the Student Conduct Policy will be subject to the appropriate consequences, which may apply to both regular and afterschool program participation. LUSD recommends that parents review and recognize the importance of school regulations by discussing them with their children.

Student Incident Reports will be generated to document violations of the Student Conduct Policy. Each violation will be issued a Removal Point that will be determined by frequency and level of misbehavior.

Removal Points will be accrued throughout the year for ongoing incidents in violation of the Bridge Program and Student Conduct Policy.

A total of three Removal Points issued to one student may result in removal from the Bridge Program.



Bridge Program



Levels of Misbehavior:

Level 1: A student consequence in this level will generate a student incident report that will result in 1 Removal Point.

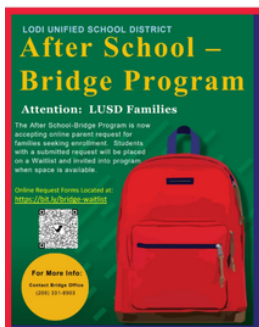
- Disobedience
- Disrespect
- Defiance
- Profanity
- Disruptive Activities
- Physical Contact
- Reckless Behavior
- Other school rule violation

Level 2: A student consequence in this level will generate a student incident report that will result in 2 Removal Points.

- Bullying
- Harassment
- Vandalism
- Leaving without permission
- Racism
- Threats
- Fighting
- Program disruption
- Other school/Ed. Code violations



Bridge Program



Levels of Misbehavior (Continued):

Level 3: A student consequence in this level will generate a student incident report that will result in **3 Removal Points** & recommendation for student removal from the Bridge Program and regular school suspension.

- Controlled or illegal drugs/substances
- Weapons or dangerous objects
- Violence with injury
- Sexual harassment
- Other Ed. code violations included in EC 48900

Bridge Program Removal:

Three Removal Points from any of the following violations may result in a recommendation for student removal from the Bridge Program.

Violation of Student Conduct Policy:

Student incidents will be documented to report violations of the Student Conduct Policy and issued “Removal Points” as determined by the level of misbehavior.

Violation of Bridge Program Attendance Policy:

Failure to comply with the Bridge Program Attendance Policy may jeopardize your child’s participation in the after-school program.

Late Pick-Up:

- 6:016:15 1 removal point
- 6:16-6:29 2 removal points
- 6:30 & after 3 removal points

Unexcused Absences:

Each unexcused absence = 1 removal point



Bridge Program



Bridge Attendance Policy (Continued):

Incomplete or Failure to Sign-Out:

One removal point will be issued for each time a parent fails to sign their child out from the Bridge Program.

Afterschool Bridge Sports Program:

The sports program is managed by Bridges and Lodi Unified. The different sports, schedules, and rules are all determined by the LUSD Bridge Program. This program is for students who are enrolled in Bridges. 6th-8th students must:

- Be in Bridges
- Be an intervention student
- Must be maintain at least a 2.0 GPA
- If a student is failing a class, but still has a 2.0, the student must demonstrate effort and good behavior
- Be present the day of the game, unless prior arrangements have been made.

2026-2027 Bridge Program

For the 2026-2027 school year, please use the link to sign up. You will be placed on a waiting list. Once space is available, you will be notified.

<https://bit.ly/bridge-waitlist>





Homework Policy



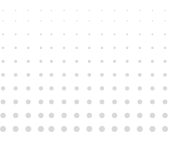
Our philosophy is that homework for students is to serve a sound educational purpose. It is designed to develop a sense of responsibility, extend and reinforce student learning and encourage parent involvement.

Pupil's Homework Responsibilities Are:

- Ask questions in class so his/her homework assignment is clearly understood.
- Have the necessary material to complete the assignment.
- Care for and return books taken home to complete homework.
- Follow the structure and design of work assignments set by the classroom teacher (proper heading, problems numbered, etc.)
- Complete and return assignments on time.
- Strive for work quality equal to the best of their ability.
- Begin work promptly at home with minimal complaint.

Parents' Homework Responsibilities Are:

- Provide a consistent, quiet place for homework and study activities.
- Initially review the assignment with your child and review the finished product.
- Encourage the child to work independently on assignments.
- Minimize delays and interruptions once work has begun.
- Demonstrate enthusiasm for work completed to expectations.
- Have the necessary materials available for your child.

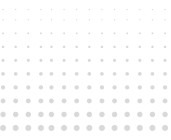




Homework Policy

Parents' Homework Responsibilities (Continued):

- Time Frame: The nature of the homework assignment and the student's individual work habits and level of interest or motivation will determine the length of homework assignments. As a general guide. We feel the following guidelines are appropriate:
- In addition to homework, **STUDENTS SHOULD READ OR BE READ TO 20-30 MINUTES EACH DAY AT HOME.**
- TK-Kinder - Teachers use discretion and ensure that any "homework" is developmentally appropriate.
- Grades 1st to 3rd - 15 to 30 minutes each night. Length of assignment varies at each grade level.
- Grades 4th to 5th - 45 to 60 minutes each night. Variability exists between grade levels.
- Grades 6th to 8th - 60 to 90 minutes each night.
- Should you have questions regarding your child's homework, please contact your child's teacher. A close, trusting relationship and positive communication between parents and teachers ensures a strong support system for your child.



Attendance Procedures



→ Attendance:

All children are expected to be in attendance each day unless they are ill or a family emergency arises. **A student is considered truant when they are absent from school without a valid excuse for three days in one school year.** A student who is tardy or absent for more than any 30-minute period during the school day without a valid excuse is also considered truant. Parents may call in 10 days for an illness or medical to excuse an absence throughout the school year. After 10 calculated days, the student will need to have a note from a doctor.

Developing good attendance patterns can help set a pattern for future success.

→ Absences:

State Law requires an official verification by the parent or guardian excusing absences. We encourage you to call the office on the day of your child's absence. If you are unable to call, you may send a note with your child to the teacher when he/she returns to school. A student is considered truant if he/she has 3 or more unexcused absences.



Attendance Procedures



→ Tardiness:

It is important that students arrive on time. If tardy, the student must come to the office and get an admit slip/pass before going to class. Students entering late often cause an interruption for the entire class. A student is considered truant if he/she accumulates 3 tardies of 30 minutes without a valid reason, such as a doctor appointment or court appearance.

→ Transfers:

If you are moving and are withdrawing your child from school, please call or come by the office a few days prior to the withdrawal date. Be sure to return all library books and textbooks. If you are moving outside of the district, you must also return Chromebooks. Your cooperation is always greatly appreciated.



Safety & Health



➔ Medication:

ALL MEDICATION, PRESCRIPTION, OR NON-PRESCRIPTION, TO BE TAKEN AT SCHOOL MUST BE SEALED, AND HAVE A MEDICATION FORM SIGNED BY THE PARENT AND PHYSICIAN.

This includes cough drops, aspirin, Benadryl, and other over-the-counter medications. Any student who is required during the school day to take medication prescribed by a physician may be assisted by a designated school employee if the school receives the written consent of the parent (or guardian) and it is signed by a physician. Forms may be obtained in the office.

➔ Emergency Contacts:

Parents or guardians are required by law to provide the school with emergency information at the beginning of the new school year and as information changes. It is imperative that the school be able to reach you in case your child is sick or injured. In addition to the home phone number, it is important that at least two additional numbers be listed in case of an emergency.

BE SURE TO NOTIFY THE SCHOOL IF THERE ARE ANY CHANGES IN ADDRESS OR PHONE NUMBER.

➔ Adult Visitation on Campus:

We encourage parent involvement and regular communication with your child's teachers. If you wish to visit, please call or stop by and we can make arrangements for you. A close relationship between home and school will benefit your child's education. Visitors must check in at the office whenever on campus during school hours. When visitors sign in, they will receive a "Visitor" badge to let school employees know that they have been properly registered and welcomed on to campus.

Safety & Health



Cafeteria and Campus Safety:

To help us maintain a safe and calm environment for all students, we ask that parents and visitors limit their time in the cafeteria in the morning. You are welcome to help your child get settled in. After dropping off your child, we kindly ask you to exit the campus so staff can focus on supervising students and supporting a positive breakfast experience for everyone.



Fire, Earthquake, and Lockdown Drills:

The drills and emergency procedures are necessary for the safety of students and staff. Fire drills are held monthly. Earthquake and lockdown drills are scheduled four times a year.



Accidents:

If your child is injured at school, we will make him/her comfortable. We will call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you listed on the above-mentioned emergency card.



Physical Education:

Students will need a note or phone call from a parent if they are not able to participate in P. E. If more than three days, a doctor's note is required.



Safety & Health



Pediculosis (Head Lice):

The occurrence of head lice is a common problem in schools today. Parents can help by routinely checking their own children. Students found with active, adult head lice shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school after treatment and shall be checked by the nurse or designee before returning to class.



Student Insurance:

School District insurance will not cover a student who might suffer an injury while at school. For this reason, we encourage parents to provide their own accident insurance. Information about a district-approved low-cost policy is sent home at the beginning of each school year. **You must sign and return the insurance form, accepting or declining the insurance.**



Toys:

Students are not permitted to bring toys or games to school. Occasionally, a student may bring an important item for sharing in class, but it should be kept in a backpack or bag. Toys used in an unauthorized manner will be turned in to the principal. It is the responsibility of the student to inform his/her parent that the toy was turned in to the principal, and the parent must pick up the item.



Safety & Health



Mobile Communication Devices:

Students shall not use smartphones or other mobile communication devices during school hours.

However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances:

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician or surgeon determines that possession or use is necessary for the student's health and well-being.
4. When the possession or use is required by the student's individualized education program.

If a student does not follow these rules and 1) uses the cell phone, or 2) the cell phone rings, or 3) the cell phone is visible to other staff or students during the instructional day, it will be turned in to the principal. It is the responsibility of the student to inform his/her parent that the phone was turned in to the principal, and the parent must pick up the device. The loss or theft of cell phones or other electronic devices will not be investigated by JSJCS staff, nor will the district or school site take any responsibility if these items are lost, damaged, or stolen.



What is Bullying?

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors may fall into these categories: physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions; rumors; false accusations.



Safety & Health



Anti-Bullying Policy:

Every student at JSJCS has the right to enjoy learning, free from intimidation, both in school and the surrounding school community. Students will **BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE**. The bullying of students at JSJCS is strictly prohibited and will not be tolerated by our school community.



Prohibition of Harassment:

It is the policy of Lodi Unified School District to maintain a learning environment that is free from racial, sexual, religious, sexual orientation, or disability harassment. The district prohibits any form of harassment or bullying. *LUSD Board Policy 5145.5 Student Conduct*



Keep your school safe. Report crimes and dangerous activities to school officials and police. **SUBMIT AN ANONYMOUS TIP 24/7. TEXT TIP TO: 79775**



Behavior Guidelines



Focus:

In accordance with Board Policy 5144.1, the ultimate goal in our school discipline plan is to establish standards of behavior that will allow all students the right to be educated in a safe environment that promotes learning, self-worth, responsibility, and consideration of others. Together, we will strive to motivate and educate students to be effective, self-disciplined citizens. We are charged with the responsibility to provide students with guidance in changing inappropriate behavior. Where this guidance is not accepted, we need to be assured that parents and students are afforded their due process.



Since an orderly and non-threatening atmosphere is essential if learning is to take place, the following guidelines are for the personal welfare of each student as well as for the common good of the whole school.

Emphasized are (SWIM):

- Spread Kindness
- Wise Choices
- Integrity
- Motivation



Behavior Guidelines



Charter School Expectations:

Campus:

- Arrive at school no more than 15 minutes before the start of school or no more than 20 minutes before school if eating breakfast.
- Eat breakfast or wait in designated areas upon arrival.
- Remain only in supervised areas of the school and grounds.
- Use restrooms with care and appropriate manners.
- Use a pass when leaving a supervised area.
- Go directly home after school.
- Toys and sports equipment are not to be brought to school.

Playground:

- Balls are not to be kicked on the playground or against buildings.
- Refrain from aggressive physical contact.
- After the recess bell, students are to walk to their lines or classroom ramps.
- All equipment should be used properly and safely, and stored properly.
- Appropriate language is to be used at all times.



Consequences:

- Verbal warning and/or removal from activity.
- Removal from activity/lunch reflection/Earthkeepers.
- Written referral to the classroom teacher.
- Referral to the office for more serious infractions, such as vulgar or mean, disrespectful behavior, endangering self or others, fighting aggressively, hitting, kicking, or biting with intent to injure.
- Suspension.
- Transfer to an alternative program.



Behavior Guidelines



PBIS Behavior Management & Interventions:

Each school employee will be implementing the same behavioral system. The system is based on Positive Behavioral Interventions and Supports (PBIS), and will be used both inside and outside the classroom in order to have a consistent school-wide approach to student behavior.

- All staff, including custodians and other support staff, have been trained on the behavior management process. Staff will use the JSJCS PBIS matrix and behavior flow chart.
- Students will be instructed on expectations for both classroom and school procedures. Students and teachers will practice classroom and school procedures regularly for the first two to three weeks of school. Students will be taught the procedures and lingo of the PBIS behavior management and interventions.
- Staff will begin implementing the procedures only after all students clearly understand the procedures and expectations.

Like other elements of our school, we consistently implement behavioral expectations, and strategies will make our school safe and more comfortable for all students, staff, and parents.



Behavior Guidelines



Steps in Behavior Management Implementation (Continued):

1. Students are given three opportunities (reminder, warning, and think time) when they need to change their behavior, and the adult gives them some space to make a good decision.
2. If a student reaches “think time”, the student is asked to “re-focus,” which can either happen in the classroom or out of the classroom.
3. During re-focus, students are asked to write the answers to three questions:
 - What was I doing? What did I want? What do I need to do next time? They need to mark if they are ready to return to the class and then signal to the teacher that they are ready to return.
4. The TK-5 student will not be taking the re-focus form home for parents to see. The teacher will keep the forms in a file in case they need to be shared with a parent at a later time.

SWIM Bucks:

Students receive SWIM bucks for modeling positive behavior in and outside of the classroom. Students are welcome to drop off their earned SWIM bucks in the office in the designated box. Drawings take place on Fridays, with student names announced.

JOE SERNA JR. CHARTER

☐ S - Spread Kindness

☐ W - Wise Choices

☐ I - Integrity

☐ M - Motivation

STUDENT NAME _____

TEACHER _____ DATE _____



Behavior Guidelines



Middle School 6th-8th Behavior:

- If a student receives 3 refocuses in a quarter, they will have a meeting with the principal to discuss their behavior. The student will be sent to another classroom, and/or a parent or guardian may be asked to accompany the student to each class. Students receive a behavior referral that will need to be returned with a parent signature for the following: tardies, dress code violations, and non-approved electronic devices. For any events such as dances, end-of-the-year/quarterly events, or any middle school event, students must:
 - Have good attendance and be present on the day of the event, unless prior arrangements have been made
 - Have a GPA of at least 2.0
 - No disciplinary action, including refocuses, suspensions, etc., during the semester of the event

***3 behavior referrals equivalent to one refocus**

Requirements for 8th Grade Only:

- To be eligible to participate in the promotion ceremony, students must have a **minimum of a cumulative 2.0 GPA for their 8th-grade year**
- Students will receive a letter and meet with their AVID teacher if the cumulative GPA is lower than 2.0
- To be eligible to attend the end-of-the-year promotion activities, celebrations, and events, students must have a **minimum of a 2.0 GPA at the time of the trip**, and no disciplinary actions, including refocuses, suspensions, etc., **during the quarter of the event**

LUSD Student Conduct; Policy 5131:

The Board of Education believes that all students have the right to be educated in a positive environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds.



Behavior Guidelines



Recommended Suspension (In accordance with Board Policy 5144.1):

- To solve problems physically (fighting).
- To threaten or intimidate other persons.
- To deface school property or personal property.
- Harassment, verbal, physical, or sexual.
- Lying or initiating problems between other students.
- Lewd, vulgar or inappropriate words or conduct.
- Stealing school property or personal property.



Causes for Mandatory Suspensions:

- Suspensions will be from one to five days. Students may be referred for expulsion or suspension.
- To intentionally threaten to cause or cause physical injury to another student.
- To possess weapons or a dangerous object of any kind
- To possess, sell, or be under the influence of any controlled substance or drugs (Board Policy 5131.6 Alcohol and other drugs will be followed).
- To threaten or commit assault or battery on school personnel or any adult volunteer performing duties at school.
- To willfully cause a major disruption of the school (example: pulling fire alarm).

Immediate Suspension:

TO CAUSE SERIOUS PHYSICAL INJURY TO ANOTHER STUDENT, POSSESSION OF DRUGS OR WEAPONS.



Parent Involvement



Family Participation Goals- 30 Hours Per School Year:

We greatly value the support and participation of family members. JSJCS is a positive and strong learning community as a result of the support received from parents, grandparents, siblings, aunts, and uncles. Complete the volunteer slip, which are located in the school office each time you complete an event. We will document, monitor, and validate the hours of family participation. Throughout the year, there are many opportunities for families to help. Families completing the 30 hours will be recognized at a special celebration at the end of the year.

Parent Conferences - 1 Conference Each Year:

Communication is an essential part of the educational program and we believe is extremely important for parents to keep in close contact with their child's teacher concerning his/her progress. The teacher will schedule conferences during the first quarter for all students, parents are encouraged to contact the teacher throughout the school year. Please remember to request a conference in advance so a time that is convenient for all can be established.

Party Policy:

All parties should be kept simple. Birthday treats are acceptable and need to be arranged one week ahead by the parents with the teacher's approval. Light refreshments only, such as punch, cookies, and cupcakes. Handing out birthday party invitations IS NOT PERMITTED at school unless the entire class is to be invited.

Food Preparation:

Education Code 27604 addresses the fact that no food prepared in a private home shall be used or served, as does SB 775, the California Uniform Retail Food Facilities Law. Lodi Unified Food Services Department, Health Services Department, and the Risk Manager can be contacted for further information.



Parent Involvement



Charter School Advisory Committee:

Purpose:

- The planning, development, implementation, and evaluation of the school plan.
- Establishment and modifications of the school's budget.
- Review any modifications of the JSJCS LCAP (Local Control and Accountability Plan).

Parents are provided the opportunity to:

- Participate in the development of a systematic academic program.
- Develop a home/school atmosphere where personnel reflect an attitude that parents can make a difference.
- Be encouraged to play a key role in the education of their children through understanding, support, and involvement in the teaching-learning process, i.e., district homework policy, and school discipline plan.
- Parental Class Attendance (Ed Code 5144.1) The Education Code allows the Joe Serna Jr. to request the pupil's parent/guardian to attend classes) with their student.

Parent Involvement Opportunities:

- | | |
|--------------------------------------|---|
| • Principal's Coffee | • PTA Meetings |
| • Back To School Night | • Fundraisers |
| • Parenting Classes | • 2 nd grade Hoiday Boutique |
| • Open House | • Unifrom Shirt Sales |
| • Multi-Cultural Celebrations | • Scholastic Book Fairs |
| • Class Presentations | • Family learning nights |
| • Study Trip Chaperones | • 6th-8th Grade Events & Dance Chaperones |
| • Mentoring | • School Picture Days |
| • Campus Beautification | • Fall Festival |
| • Fall Festival | • Parade of Lights Float |
| • Club Folkorico | • Field Day |
| • ELAC Meetings | • Spring Picnic |
| • Assist in Class | • Kindergraten & 8 th grade promotions |
| • 5 th grade Science Camp | |
| • Chaperones | |



Joe Serna Jr. Celebration Day
September 3rd



Parent Involvement



2026/27 PTA OFFICERS

Anita Hutsell, President
Angeles Bustamante, Vice President
Megan Manna, Vice President
Shelby Tomek, Treasurer
Christine Soto, Secretary
Alejandra Estrada, Principal

Join us at the PTA meetings to meet our officers

Serna PTA Website: <https://sjcspta.com/>

ADVISORY COMMITTEE:

Meghan Lange, Chairperson
Judith Mozeb, Co-Chairperson
Christine Soto, Secretary

MEMBERS:

Susan Macfarlane
Jeff Stroh
Zaida Santana-Ha
Laura Aguirre

2026-2027

Student Council Officers :

- ◆ Will be elected during the month of September.
- ◆ Information will be shared with students.



Life Skills



Please review these life skills with your child and encourage them to practice them at home and school.

FRIENDSHIP

To make and keep friends through mutual trust and caring

COOPERATION

To work together towards a common goal or purpose

PROBLEM SOLVING

To respond to challenges and opportunities in innovating and creative ways

RESPONSIBILITY

Take obligations seriously. Be accountable for your own actions and attitudes

KINDNESS

Being kind, generous, and considerate

CURIOSITY

A desire to investigate and seek understanding of one's world



Life Skills



Please review these life skills with your child and encourage them to practice them at home and school.

INTEGRITY

To act according to a sense of what's right or wrong

INITIATIVE

To do something, of one's own free will, because it needs to be done

EFFORT

To do your best

PERSEVERANCE

Continue to try and do something despite obstacles

RESPECT

Treating others with dignity and believing each person has worth

PATIENCE

To wait calmly for someone or something

HONESTY

To be truthful



Instructional Calendar

2026-2027

Modified Traditional Instructional Calendar

LODI

UNIFIED SCHOOL DISTRICT

Joe Serna Jr. Charter School Instructional Calendar

2026

July M T W T F 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	August M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	September M T W T F 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30	October M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30
November M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30	December M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31	2027 January M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29	February M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26
March M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31	April M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30	May M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	June M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30

Student Breaks	
June 1, 2025-July 23, 2026	Summer Break
October 5 - 9, 2026	Fall Break
Nov. 23 - 25, 2026	Non Instructional Days
Dec. 14, 2026 - Jan. 4, 2027	Winter Break
March 15 - 26, 2027	Spring Break
June 1 - July 23, 2027	Summer Break

Minimum Days	
All Fridays	
September 28 - October 2, 2026 - CONFERENCE WEEK	



Holidays	
July 3, 2026	Independence Day
Sept. 7, 2026	Labor Day
Nov. 11, 2026	Veteran's Day
Nov. 26, 2026	Thanksgiving Day
Nov. 27, 2026	Board Designated
Dec. 25, 2026	Christmas Holiday
Dec. 31, 2026	Designated Holiday
Jan. 1, 2027	New Year's Holiday
Jan. 18, 2027	Martin Luther King Jr.
Feb. 5, 2027	Lincoln's Day
Feb. 15, 2027	President's Day Holiday
May 31, 2027	Memorial Day
June 18, 2027	Juneteenth

STUDENTS:	
School year begins:	July 24, 2026
Last Day of School:	May 28, 2027

Joe Serna Jr. Charter School

4620 E. Acampo Road Acampo, CA 95220

(209) 331-7809



School-Wide Discipline Plan

2026-2027 School-Wide Behavior Guidelines



I have read the Serna Charter School Behavior Guidelines.

Parent Signature

Date

Student Name

Grade

Teacher

Please keep a copy for your records



Working Together For Every Child



4620 E. Acampo Rd.
Acampo, CA 95220

Tel: 209-331-7809

Website: <https://joesernajr.lodiUSD.net/>



1305 E. Vine St.
Lodi, CA 95240

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